

STATE OF NEW JERSEY



COUNTY VO-TECH SCHOOL

S341602-002

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

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DEPARTMENT

Education

DIVISION

BUREAU

County Voc-Tech School

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE

DATE

1/16/91

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE

DATE

3/27/91

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY RETAIN IN

RECORDS CENTER

DISPOSITION

Administration

0001-0000

Accident Reports (Employee)

7 yrs

Destroy

0002-0000

Adult Basic Skills Contract and Attachments
(G020030689) (G020030686) (05G004) (G0200386)
Title also given as: Fiscal Report Section 309
(310) Title VI P.L. 93-380, Special Projects and
Teacher Training. A copy is sent to the
Department of Education.

7 yrs after
termination of
entitlement

Destroy

0003-0000

Affirmative Action File
File of goals toward fulfilling federal and
state affirmative action requirements and
guidelines. A copy is sent to the office of the
County Superintendent of Schools.

3 yrs

Destroy

0004-0000

Annual Report of Persons Employed in School Aide
Positions (M010030689) (M010030688) (M010030686)
(12D010) (M01000385) (Copy)
Original is sent to the office of the County
Superintendent of Schools.

1 yr

Destroy

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SERIES NO.

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DISPOSITION

0005-0000

Annual Report of Violence and Vandalism (Chapter 163, Laws of 1982) (M010040691) (M010040688) (12A003) (M01000485) (Copy)
Original is sent to the office of the County Superintendent of Schools.

1 yr

Destroy

0006-0000

Annual Review of Progress in Implementing Affirmative Action Plans (M260020689) (M260020687) (Copy)
Original is sent to the Department of Education.

3 yrs

Destroy

0007-0000

Application for Approval of Change in Secondary School Program (M010070690) (M01000485) (M010070686) (Copy)
Title also given as: Application for Approval of Proposed Changes in Secondary School Program - CI-1070 (M010070686) (M0100485) An application to amend a school's curriculum outline.
Original is sent to the office of the County Superintendent of Schools.

5 yrs

Destroy

0008-0000

Application for Approval to Operate Public Summer Schools (M010010689) (M010010686) (12D001) (M01000185) (Copy)
Original is sent to the office of the County Superintendent of Schools.

1 yr

Destroy

0009-0000

Application for Approval of School Aide Positions (M010020691) (M010020688) (12D009) (M01000286) (Copy)
Title also given as: Application for Approved and Annual Report of Auxiliary School Personnel
Original is sent to the office of the County Superintendent of Schools.

5 yrs

Destroy

0010-0000

Application for Employment - Unsuccessful
Successful candidate's application is filed in his employee file.

3 yrs

Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0011-0000	Board Member - Affidavit & Oath NJDE A-36	5 yrs after termination of office		Destroy
0012-0000	Board Members - Report to County Superintendent (NJDE A-12) (Copy) Original is sent to the office of the County Superintendent of Schools.	1 yr		Destroy
0013-0000	Bulletins and Announcements (Non-Employment)	Periodic review		Destroy
0014-0000	Burglary and Break-In Report Contains: items missing, quantity, date of purchase and value.	7 yrs		Destroy
0015-0000	Bylaws and Policies Books Book of bylaws and policies of educational and related issues. A copy is sent to the office of the County Superintendent of Schools.	Permanent		Permanent
0016-0000	Chief Administrative Officer's Subject Files Subject files of a Principal or Chief Administrative Officer dealing with all aspects of their offices. Includes correspondence, minutes, and reports concerning: agency policy, procedures, organization, programs, fiscal or personnel matters.	4 yrs after completion of term of office		Archival review
0017-0000	Class List	1 yr		Destroy
0018-0000	Class Schedule (Master File - Curriculum)	20 yrs		Archival review

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0019-0000

Computer System Documentation
Informational file detailing the creation, implementation, and maintenance of a data processing system and its supporting hardware and software. May contain but is not limited to the following: record, file and printout format; flowcharts; decision tables and trees; program instructions; coding sheets; operating instructions; source and object programs compilations; system test data; system documentation; Job Control Language (JCL); HIPO charts; and supporting documentation.

1 yr after system is either superseded or discontinued

Destroy

0020-0000

Contracts
Includes: adult education, extracurricular, general, and union.

7 yrs after termination of contract

Destroy

0021-0000

Correspondence

3 yrs

Destroy

0022-0000

Criminal History and Review File (Copy)
Original is sent to the Department of Education. Copies may be kept by the County Superintendent, the contractor, and the employee. In accordance with N.J.S.A. 18A:6-7.1-4, the file may contain but is not limited to the following:
Applicant Authorization and Certification - Professional and Nonprofessional Employee (C070010691), Applicant Authorization and Certification - School Bus Driver (C070040691), District/Contractor Employee Roster (C070030689), Employee Roster - Professional and Nonprofessional (C070060691), Fingerprint Card Verification Notice, Fingerprint Cards (New Jersey State Police and the Federal Bureau of Investigation), Transmittal Form - Professional and Nonprofessional Employee (C070020691), and Transmittal Form - School Bus Driver (C070050691).

1 yr from approval or disqualification

Destroy

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0023-0000

Deeds and Easements - School Board Property
Acquisitions

7 yrs after
disposal of
property

Destroy

0024-0000

Delivery Slips
Includes receiving reports and warehouse
item receiving card.

3 yrs

Destroy

0025-0000

Doctor's Excuse for Absence-Employee

3 yrs

Destroy

0026-0000

Drug Free Schools and Communities Act Application
for Financial Aid (Copy)

7 yrs

Destroy

Original is sent to the Department of Education
and a copy is sent to the office of the County
Superintendent of Schools.

0027-0000

Emergency Information Card - Employee

2 yrs after
update

Destroy

0028-0000

Employee Attendance Records

3 yrs

Destroy

0029-0000

Employee File: Professional, Substitute Teacher, and
Non-Professional

6 yrs after
termination of
employment

Destroy

May include but is not limited to
the following: vacation request, leave of absence
request, medical history, payroll notices,
personnel update, summer sabbatical, summer
program, summer teaching program, extra duty pay,
home instructor, teacher observations, evaluation
performance reports, oath of allegiance, offer of
employment, acceptance or rejection of offered
employment, salary notification, application of
employment, application for extracurricular
activities, performance objectives, employment
contracts, and union agreement contracts.

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0030-0000	Evaluation File - Professional Contains evaluations of teachers, principals, and vice principals employed by the school district.	6 yrs after termination of employment		Destroy
0031-0000	Financial Reports - Annual	7 yrs		Destroy
0032-0000	Fire Drill Card (NJDE A-18)	As updated		Destroy
0033-0000	Grant Application File (Copy) Contains copies of applications and supporting paperwork for the following grant programs: English as a Second Language (ESL), Title I, Title II, Block, Refugee/Immigrant, Chapter 192-193/Nonpublic School Program, Vocational Education, Adult Basic Education, General Education Development, English for the Foreign Born, Vocational, and similar grant programs and revenue statements. The originals are sent to the Department of Education and copies are sent to the office of the County Superintendent of Schools.			
0033-0001	Grant Application File - Approved	7 yrs after termination of grant		Destroy
0033-0002	Grant Application File - Denied	3 yrs	2 yrs	Destroy
0034-0000	Grant Reports File This file contains reports generated from various grant programs. Contains: Expenditure Report, Final Grant Report, Financial Interim Report, NJDE Third Party Contract Grant Report, and Supplemental Financial Information Backup Sheet NJDE 076004.	7 yrs after termination of grant		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
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0035-0000	Grievance File Records of employees' dissatisfaction with working conditions which are beyond his/her control, but which may be subject to remedy by a supervisor. Steps I, II, or III settlements, which set precedent or policy, are deemed necessary for future reference.			
0035-0001	Grievance File - Policy Establishing Settlements (Original)	Permanent		Archives
0035-0002	Grievance File - Policy Establishing Settlements (Record Copy)	3 yrs after final settlement		Destroy
0035-0003	Grievance File - Policy Establishing Settlements (Informational Copies)	Periodic review		Destroy
0035-0004	Grievance File - Routine Settlements (Additional Copies)	Periodic review		Destroy
0035-0005	Grievance File - Routine Settlements (Originals)	3 yrs after final settlement		Destroy
0036-0000	Health Benefits Files Contain: health program reference material, billing, and employee deductions notices for the various provider programs.	7 yrs		Destroy
0037-0000	Job Vacancy Notices	3 yrs		Destroy
0038-0000	Master Plan The academic plan for the school system, updated every five years. Copies are sent to the Department of Education and the office of the County Superintendent of Schools.	Permanent		Permanent

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
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0039-0000	Minutes and Agendas			
0039-0001	Minutes and Agendas (Original)	Permanent		Permanent
0039-0002	Minutes and Agendas - Rough Draft and Notes	When final minutes are approved by the School Board		Destroy
0040-0000	Official Public Notice in Compliance with Open Public Meeting Act	3 yrs		Destroy
0041-0000	Policy Statements A copy is sent to the office of the County Superintendent of Schools.	Permanent		Permanent
0042-0000	Public Employees Occupational Safety and Health Act (P.E.O.S.H.A.) File (Record Copy) Contains the Annual Occupational Injuries and Illnesses Survey and supporting documentation. Maintained in accordance with N.J.A.C. 12:110, Subchapters and N.J.S.A. 34:6A-2S et seq.. Original maintained by the Department of Labor.	6 yrs		Destroy
0043-0000	"Public School Education Act" Annual Plan Projected five-year plan of a school's curriculum and academic objectives. May be updated within the five-year time period, if so, a new plan is produced. Copies are sent to the Department of Education and office of the County Superintendent of Schools.	10 yrs		Destroy
0044-0000	Record Card of Employment This card is a brief employment history for professional and nonprofessional employees.	70 yrs		Destroy

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0045-0000

Recordings (Audio/Video) of Meetings of Public Officials

80 days or until either summary or verbatim transcripts have been approved as minutes, whichever is longer

Erase

0046-0000

Report - Accumulated Holidays and Sick Days

1 yr

Destroy

0047-0000

Report of Certificated Staff Employed Full-Time and Part-Time (C070030689) (C070030686) (03E003) (C06100386) (Copy)

10 yrs

Destroy

Title also given as: Report of Certificated Staff Employed; and Certificated and Non-Certificated Staff. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

0048-0000

Report of the Custodian of School Monies (NJDE A-149)

Permanent

Permanent

0049-0000

Report of Non-Certificated Support Services Personnel Employed by New Jersey Public School Districts (C070060689) (C070060686) (03E007) (C06100686) (Copy)

10 yrs

Destroy

Title also given as: Non-Certified Staff Report; Non-Public Schools Having High Concentration of Students from Low Income Families. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

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0050-0000

Report of the Secretary of the School Board
(NJDE A-148)

Permanent

Permanent

0051-0000

Reports

0051-0001

Annual (Agency of Origin - Original)

Permanent

Permanent

0051-0002

School Board of Education Committee Reports
Retained with School Board Minutes.

Permanent

Permanent

0051-0003

Daily

1 yr

Destroy

0051-0004

Miscellaneous, Monthly, Quarterly and Semiannual

3 yrs

Destroy

0052-0000

Request and Authorization for Records Disposal

Permanent

Permanent

0053-0000

Request for Time Off

1 yr

Destroy

0054-0000

Resolutions of Board of Education

Permanent

Permanent

0055-0000

Salary Notification Letter (Copy)
Letter is notification of personnel salary
status.

3 yrs

Destroy

0056-0000

State Aid Report (Copy)
Provides a pupil count and related statistics
needed to continue receiving yearly State Aid.
Original is sent to the Department of Education
and a copy is sent to the office of the County
Superintendent of Schools.

3 yrs

Destroy

0057-0000

Subject Files

3 yrs

Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
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0058-0000	<p>Superintendent and Staff Performance Evaluations (Copy)</p> <p>Contains evaluations of the Superintendent of Schools and the professional and nonprofessional staff. The record copies are kept in the individual personnel folders.</p>	3 yrs		Destroy
0059-0000	Teacher Observation Report	6 yrs after termination of employment		Destroy
0060-0000	Trip and Conference Requests	7 yrs		Destroy
0061-0000	Violence, Vandalism, and Substance Abuse Incident Report (M010050691) (M010050688) (M01000585)	7 yrs		Destroy
0062-0000	Work Schedules	3 yrs		Destroy
0063-0000	<p>Worker and Community Right to Know Act File (Record Copy)</p> <p>This file is maintained in accordance with the Worker and Community Right to Know Act, L. 1983, c.315, N.J.S.A. 34:5A-1 et seq.. Originals are kept by the Department of Health. Copies are kept by the Department of Environmental Protection, the county health department, the county clerk, and the local fire and police departments. File contains, but is not limited to the following: Hazardous Substance Fact Sheet, Hazardous Substance Training Data, Material Safety Data Sheet (MSDS), and Right to Know Survey/Inventory.</p>	30 yrs		Destroy

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0100-0000

Attendance: Student

Census Cards

Statistical data of population and enrollment counts for school district.

10 yrs

Destroy

0101-0000

Consolidated Enrollment Report: Current School Enrollment Data (C060010689) (C070010689) (C070010686) (03E001) (C06100186) (Copy)

Title also given as: Enrollment Information. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

10 yrs

Destroy

0102-0000

Consolidated Enrollment Report: Out of School Suspensions, Dropouts, and Expulsions (C060020689) (C070020689) (C090020686) (03E002) (C06100286) (Copy)

Title also given as: Consolidated Enrollment Report: Dropout Information-Suspension and Expulsion; and Dropout Information. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

10 yrs

Destroy

0103-0000

Pupil Enrollment File

Contains various statistics and reports for pupil enrollment. Information is used to update yearly state funding reports and for other enrollment reports.

7 yrs

Destroy

0104-0000

Registers - Attendance Record Card (NJDE A-2)

1 yr

Destroy

0105-0000

Registers - Principal Card (Salmon) (NJDE A-38)

1 yr

Destroy

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0106-0000

School Registers
Statistical data pertaining to school-wide
and individual classroom student enrollment.

0106-0001

Central - Information Transferred to Pupil
File/Student Record - Cumulative

3 yrs

Destroy

0106-0002

Central - Information Not Transferred to
Pupil File/Student Record - Cumulative

Permanent

Permanent

0106-0003

Classroom - Information Transferred to Pupil
File/Student Record - Cumulative

1 yr

Destroy

0106-0004

Classroom - Information Not Transferred to
Pupil File/Student Record - Cumulative

Permanent

Permanent

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DISPOSITION

Cafeteria

0200-0000

Agreement - School Nutrition Program

7 yrs after
termination of
agreement

Destroy

0201-0000

Application - Free or Reduced Price Meals or
Free Milk

0201-0001

Free or Reduced Price Meals or Free Milk -
Approved

7 yrs after
termination of
application

Destroy

0201-0002

Free or Reduced Price Meals or Free Milk -
Denied

3 yrs

Destroy

0202-0000

Food Handling Establishment License

3 yrs

Destroy

0203-0000

Sanitary Inspection Report (F-38)
A copy is sent to the County Department of
Health.

3 yrs

Destroy

0204-0000

Sanitary Inspection Report Certificate

3 yrs

Destroy

0205-0000

School Lunch File
Contains: reports, audits, menus, program
policies, and correspondence.

7 yrs

Destroy

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Construction, Transportation, Repair & Maintenance

0300-0000

Application for Approval of School Construction
(R-102)

0300-0001

Application for Approval of School Construction -
Approved

7 yrs

Destroy

0300-0002

Application for Approval of School Construction -
Denied

3 yrs

Destroy

0301-0000

Approval Letter
Letter from the Department of Education
authorizing a building project at a school
or other education related facility.
Copies are sent to the Department of
Education and the office of the County
Superintendent of Schools.

7 yrs after
disposal of
building

Destroy

0302-0000

Approval of School Site
Approval from the Department of Education
for the use of the site selected for a school
building.

7 yrs after
disposal of
building

Destroy

0303-0000

Architect's Correspondence
Correspondence to/from the architect regarding
building plans of structures that are being
built or renovated.

7 yrs after
disposal of
building

Archival
review

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0304-0000

Asbestos Management Plan File
In accordance with N.J.A.C. 8:58-9.2(a), and 8:58-9.4(a), this file may contain but is not limited to the following:
Asbestos Hazard Evaluation Report, correspondence, release of information forms, deferral request, inspection and evaluation reports, Notice of Non-Compliance, Plan to Inform, operations and maintenance activities, reinspection plan, chain of command list, chain of custody for sample analysis, program coursework, program participant credentials, laboratory results certification, and management plans.

30 yrs after building is destroyed

Destroy

0305-0000

Bids for Construction

7 yrs after termination of contract

Destroy

0306-0000

Building Permits Files
Contains: applications, inspection reports, and supporting paperwork.

7 yrs after disposal of building

Destroy

0307-0000

Building Plans and Specifications

7 yrs after disposal of building

Archival review

0308-0000

Change Order Blank (R-101)

6 yrs

Destroy

0309-0000

Change Orders
Orders to change building specifications.

7 yrs after disposal of building

Destroy

0310-0000

Contractor's Affidavit (C-101)

7 yrs

Destroy

0311-0000

Contracts - Construction
Contains: contracts, and supporting documentation for the construction of buildings and other structures.

7 yrs after disposal of building

Destroy

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0312-0000

Equipment Repair Order
Contains: machine type, repairs needed, vendor names, repair costs, date, and purchase order number.

7 yrs

Destroy

0313-0000

Final Plan Approval (BF-101) (Facility Plan)

7 yrs

Destroy

0314-0000

Inspection Reports

0314-0001

Monthly and Daily Inspection Reports

3 yrs

Destroy

0314-0002

General Inspection Reports

7 yrs

Destroy

0315-0000

Ongoing Renovations
Workpapers for projected or completed renovations.

7 yrs after
disposal of
building

Destroy

0316-0000

Request for County Superintendent Approval
Purchase or Lease of School Vehicles
(NJSA 18A:58-7) (D070100689) (Copy)
Original is sent to the office of the County Superintendent of Schools and a copy is sent to the Department of Education.

1 yr

Destroy

0317-0000

Special Education Transportation Report
This report states the mileage and amounts paid for busing special education students.

7 yrs

Destroy

0318-0000

Summary of Bids (B-1874) (Copy)

3 yrs

Destroy

0319-0000

Transportation Contract (C-212)

7 yrs after
termination of
contract

Destroy

0320-0000

Transportation Contract Renewal (C-213)

7 yrs after
termination of
contract

Destroy

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	<u>Curriculum & Instruction Services</u>			
0400-0000	Application for Part B, P.L. 94-142: Support Grants (K020110687) (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.			
0400-0001	Application for Part B, P.L. 94-142: Support Grants - Approved	3 yrs after termination of grant	2 yrs	Destroy
0400-0002	Application for Part B, P.L. 94-142: Support Grants - Denied	3 yrs	2 yrs	Destroy
0401-0000	Application for Vocational Education Funds (P.L. 98-524) (L020040689) (L020040686) (07G004) (L02000485) (Copy) Title also given as: Application for Federal Vocational Education Funds (P.L. 94-482); Application for Educational Amendment, P.L. 94-482 Program Funds. Original is sent to the Department of Education.			
0401-0001	Application for Vocational Education Funds (P.L. 98-524) - Approved	3 yrs after termination of grant	2 yrs	Destroy
0401-0002	Application for Vocational Education Funds (P.L. 98-524) - Denied	3 yrs	2 yrs	Destroy
0402-0000	Cooperative Vocational Education Training Establishment Report (L050010688) (07C007) (L05000185) (Copy) Title also given as: Training Establishment Report. Original is sent to the Department of Education.	3 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
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0403-0000	County Goals/Needs Statement - Vocational Education	20 yrs		Archival review
0404-0000	Course Study Guides Instruction guidelines for every course, at every grade and academic level, offered within a school district.	10 yrs		Archival review
0405-0000	Course of Study Master Plan Major guidelines for academic courses and their objectives.	Permanent		Permanent
0406-0000	Curriculum File Contains copies of all course syllabi and their varying academic proficiency tracks.	10 yrs		Archival review
0407-0000	Elementary and Secondary Education Chapter 2 Block Grant Program Guidelines and Applications (C030010688) (C030010686) (12A001) (C0300186) (Copy) Title also given as: LEA Chapter 2 Block Grant Application Public and Nonpublic. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	5 yrs		Destroy
0408-0000	Evaluation System Manual: Carl D. Perkins Vocational Education Act, P.L. 98-524 (L020100687) (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	5 yrs		Destroy
0409-0000	Plan and Roll Books (Faculty)	3 yrs		Destroy
0410-0000	Policies and Procedures Governing the Vocational Application Process (Publication)	7 yrs after update		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0411-0000	Project Expenditure Report (L020030689) (L020030687) (07D002) (L02000485) (Copy) Title also given as: Vocational Financial Report; Project Fiscal Accounting Report. Original is sent to the Department of Education.	3 yrs		Destroy
0412-0000	Report of Local Expenditures for Vocational Education (L020020687) (07D001) (L02000287) (Copy) Title also given as: Report of Local Expenditures for Vocational Education Program Supported Entirely by the Local Board of Education. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	1 yr		Destroy
0413-0000	Secondary School Course Offerings (C060080689) (C070080689) (C070080686) (03E010) (C06100886) (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	10 yrs		Destroy
0414-0000	Special Education End of Year Report (K020040686) (05B004) (K02000486) (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	3 yrs	2 yrs	Destroy
0415-0000	Special Education Plan: Annual Report of Statistical Data (K020070689) (K020070688) (05B022) (K02000785) (Copy) Title also given as: Annual Plan for the Education of all Handicapped Children: Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	3 yrs	2 yrs	Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0416-0000	Special Education Plan: Educational Program Operated by State Agencies (K020220689) (Copy) Original is sent to the Department of Education.	3 yrs	2 yrs	Destroy
0417-0000	Special Education Plan: Three Year Plan (K020210689) (Copy) Original is sent to the office of the County Superintendent of Schools and a copy is sent to the Department of Education.	3 yrs	2 yrs	Destroy
0418-0000	Special Exemption for Cooperative Education Students (L050020688) (07C017) (L05000285) (Copy) Original is sent to the Department of Education.	3 yrs		Destroy
0419-0000	Vocational Education Course/Program/Activity Accident Report (L070010687) (07D007) (L07000187) Title also given as: Vocational Education Accident Report Form. A copy is sent to the Department of Education.	10 yrs		Destroy
0420-0000	Vocational Education Follow-Up Questionnaire (L020090690) (L020090687) (Copy) Post graduation career follow-up questionnaire. Original is sent to the Department of Education.	1 yr		Destroy
0421-0000	Vocational Education Student Information (Adult) (L020080688) (Copy) Original is sent to the Department of Education.	3 yrs		Destroy
0422-0000	Vocational Education Student Information (Secondary) (L020070688) (L020070687) (07G010) (Copy) Original is sent to the Department of Education.	3 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0423-0000	Testing File (Copy) Contains: Application for Basic Skills Improvement Program ECIA Chapter 1, Certificate for Jointly Operated Basic Skills Improvement Programs, Consolidated Program Evaluation Summary for Basic Skills Improvement Programs, Incentives for Basic Skills Improvement, Minimum Basic Skills and High School Proficiency Test Results (HSPT), and supporting documentation for Basic Skills, HSPT, and other testing programs. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	5 yrs		Destroy

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DISPOSITION

Financial

0500-0000

Additional State School Building Aid, Chapter 74, Laws of 1978 as Amended, (2 and 2A) (D020220691) (D020210688) (06C019) (Copy)
Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

1 yr

Destroy

0501-0000

Additional State School Building Aid, Chapter 74, Laws of 1978 as Amended, (4 and 4A) (D020220691) (D020220688) (06C019) (Copy)
Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

1 yr

Destroy

0502-0000

Additional State School Building Aid, Chapter 74, Laws of 1978 as Amended, (Permanent Bonds) (D020230691) (D020230688) (06C019) (Copy)
Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

1 yr after
bond maturity
or cancellation

Destroy

0503-0000

Annual Budget Statement Books
These books are the financial history of the school district.

Permanent

Permanent

0504-0000

Annual Financial Statement for Supervisor of Adult Education (G030050686) (05G015) (G0300586) (Copy)
Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

3 yrs

Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0505-0000	Annual Financial and Statistical Report (A4-1) (D020010689) (D020010686) (06D005) (D02000185) (Copy) Title also given as: Annual Financial and Statistical Report (A4-1 & 2). Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	3 yrs		Destroy
0506-0000	Annual Inventory of Equipment Purchased Under Provisions of Adult Education Act, P.L. 91-230 (6020040689) (G020040686) (05G005) (Copy) Title also given as: Inventory of Equipment Purchased for Instructional Programs Under Sec. 310; Inventory of Equipment Purchased, Title VI, P.L. 93-380, Adult Education Program; Annual Fiscal Report for Adult Basic Education and High School Equivalency. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	3 yrs		Destroy
0507-0000	Annual Report: Ratio Information (D020100689) (D020100687) (D020100686) (06C043) (D02001085) (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	2 yrs		Destroy
0508-0000	Annual Special Education Financial and Statistical Report (A4-2) (D020020689) (D020020686) (06D005) (D02000285) (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	2 yrs		Destroy

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DISPOSITION

0509-0000

Annual Written Request for Payment of Budgeted Debt Services and Capital State Support (D020080689) (D020080686) (06C029) (D02000885) (Copy)
Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

1 yr

Destroy

0510-0000

Application and Instructions for Indirect Cost Rates for Federally Funded Projects (D030020689) (D030020686) (06C003) (D03000286) (Copy)
Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

3 yrs after
expiration of
rate

Destroy

0511-0000

Application for State School Aid: Chapter 212, Laws of 1975, As Amended (D020030689) (D020030686) (06C005) (D02000385) (Copy)
Title also given as: Application for State School Aid.
Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

10 yrs

Destroy

0512-0000

Audit Reports
Copies are sent to the Department of Education and the office of the County Superintendent of Schools.

0512-0001

Audit Reports - State

Permanent

Permanent

0512-0002

Audit Reports - Internal

3 yrs

Destroy

0513-0000

Bank Books

7 yrs

Destroy

0514-0000

Bank Statements/Reconciliations

7 yrs

Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
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0515-0000	Bid File Contains: purchase order proposal, procurement and service contract questionnaire, bids received, inventory/supply allocation sheet, proposal form, bonds, correspondence, list of requirements, specifications, supporting paperwork, recaps, and a checklist of received bids. The final summary and awarded bid information are incorporated into the School Board Minutes.			
0515-0001	Bid File - Approved	7 yrs after termination of contract		Destroy
0515-0002	Bid File - Denied	7 yrs		Destroy
0516-0000	Budget/Cap Waiver Guide (D020060688) (06C016) (D02000685) (Publication) Title also given as: Budget Statement Certification; School District Budget Statement (Line Item). A copy is sent to the office of the County Superintendent of Schools.	As updated		Destroy
0517-0000	Budget File Contains: printouts, Statements Advertised and workpapers. A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0518-0000	Cap Review Fact Sheet (D020160688)(06C018)(Copy) Title also given as: Cap Review Fact Sheet with Cap Review Procedures Guide Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	1 yr		Destroy

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AGENCY

RECORDS CENTER

DISPOSITION

0519-0000

Cash Book of Daily Balances
Journal of original entry listing each debit and credit as it occurs in the account.

7 yrs

Destroy

0520-0000

Cash Expenditures Worksheet (NJDE 110-b)
Contain: account names and numbers, clearing accounts, and reserve unpaid orders.

7 yrs

Destroy

0521-0000

Cash Receipts Worksheet (NJDE 110-a)
Contain: totals, current expense, capital outlay, debt service, and capital reserve.

7 yrs

Destroy

0522-0000

Charitable Donations Report
Report of employee's wage deductions for United Way, Cancer Fund, Heart Fund, etc..

7 yrs

Destroy

0523-0000

Checks Cancelled/Voided/Lost and Check Stubs

7 yrs

Destroy

0524-0000

Civil Rights Compliance (D11040691) (D110040688) (Copy)
Statement of assurance that the school district is in compliance. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

3 yrs

Destroy

0525-0000

Daily Cash Record Sheets

7 yrs

Destroy

0526-0000

Debt Service and Capital Outlay (D0200080689) (Copy)

7 yrs

Destroy

0527-0000

Deferred Compensation File - Termination, Disability, and Retirement
Contains: insurance policies, disability benefits, liability due, notices of payment demand, compensation claims, copies of checks, and related correspondence.

7 yrs after
termination
of compensation

Destroy

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AGENCY

RECORDS CENTER

DISPOSITION

0528-0000

Deposit Slips

7 yrs

Destroy

0529-0000

District Budget Statement Certification
(D020150688) (Copy)
Original is sent to the Department of Education
and a copy is sent to the office of the County
Superintendent of Schools.

1 yr

Destroy

0530-0000

Dues Deduction Authorization

7 yrs

Destroy

0531-0000

ECIA Chapter 1 Annual and Adjusted Financial Report
(D030100689) (D030100686) (06C026) (D03001185)
(Copy)
Title also given as: ESEA Title 1 Preliminary and
Fiscal Financial Report. Original is sent to
the Department of Education and a copy is sent to
the office of the County Superintendent of
Schools.

3 yrs

Destroy

0532-0000

ECIA Chapter 2 Financial Report (D030120689)
(D030120686) (06C031) (D03001285) (Copy)
Title also given as: ESEA Title IV B Preliminary
and Fiscal Financial Report. Original is sent to
the Department of Education and a copy is sent to
the office of the County Superintendent of
Schools.

3 yrs

Destroy

0533-0000

End of Year Report: Minimum Salary State Aid
(D020270689) (Copy)
Original is sent to the Department of Education
and a copy is sent to the office of the County
Superintendent of Schools.

1 yr

Destroy

0534-0000

Equipment Disposal Forms

3 yrs after
disposal

Destroy

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DISPOSITION

0535-0000

Expenditures Custodian's Manual (NJDE A-17E)
Contain: warrants issued, warrant number,
current expense, capital outlay, debt service
and total.

10 yrs

Destroy

0536-0000

Federal and State Income Tax Files
Contain: year-to-date lists of monthly federal
and state deductions per employee, and W-2 and
W-4 employee withholding tax forms.

3 yrs

Destroy

0537-0000

Financial Report, Part B (Title VI) P.L. 94-142:
Education of All Handicapped Children
(D030040689) (D030040686) (06C001) (D03000485)
(Copy)
Title also given as: Profile of High School
Seniors: A Longitudinal Study; Compensatory
Education Evaluation-Pilot Test Forms.
Original is sent to the Department of Education
and a copy is sent to the office of the County
Superintendent of Schools.

3 yrs

Destroy

0538-0000

Health Insurance Deduction Form

6 yrs after
termination
of employment

Destroy

0539-0000

Insurance Claim Form

7 yrs

Destroy

0540-0000

Insurance File
Contains: policies on auto, disability, life,
liability, health, student and workers'
compensation, and related papers.

7 yrs after
expiration
of policy

Destroy

0541-0000

Inventory - Annual
Inventory of equipment and supplies. A copy is
sent to the office of the County Superintendent
of Schools.

3 yrs

Destroy

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AGENCY

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DISPOSITION

0542-0000

Invoices

7 yrs

Destroy

0543-0000

Journal - Daily Cash
Book of original entry, recording transactions in chronological order.

7 yrs

Destroy

0544-0000

Ledger/Journal - General
A central listing of all activities for an account within a particular time period.

Permanent

Permanent

0545-0000

Ledger/Journal - Subsidiary
A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger/Journal.

10 yrs

Destroy

0546-0000

Long Range Facility Plan (D060010689) (Copy)
Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

10 yrs

Destroy

0547-0000

New Jersey Department of Labor Report
Monthly report to the Department of Labor listing the employees paid on a weekly basis.

7 yrs

Destroy

0548-0000

New Jersey State Tax Report
Statistical report listing number of employees and current wages.

7 yrs

Destroy

0549-0000

Overtime Records

7 yrs

Destroy

0550-0000

Paid Vouchers and Bills/Monthly Status Listing
Monthly report of monies owed and bills paid.

7 yrs

Destroy

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DISPOSITION

0551-0000

Payroll Agency Accounts (NJDE 140)
Contain: date, receipts, check number,
disbursement, and balance.

7 yrs

Destroy

0552-0000

Payroll File
Contains: payroll stubs, overtime slips,
payroll trial balances, payroll printouts, and
payroll/personnel notices.

7 yrs

Destroy

0553-0000

Payroll Registers

0553-0001

Payroll Registers (Master)

Permanent

Permanent

0553-0002

Payroll Registers (Copies)

3 yrs after audit

Destroy

0554-0000

Pension File - Teachers Pension and Annuity Fund
Contains enrollment applications, certification
list, correspondence, pension reports, and lists
of employees borrowing or withdrawing monies
from pension system.

6 yrs after
termination of
employment or
final payment,
whichever is
longer

Destroy

0555-0000

Petty Cash Records

7 yrs

Destroy

0556-0000

Preliminary School Bus Accident Report
(D070030691) (D070030688) (06E006) (D07000385)
(Copy)
Original is sent to the Department of Education
and a copy is sent to the office of the County
Superintendent of Schools.

1 yr

Destroy

0557-0000

Program Oriented Budget/Cap Waiver Guide
(D020130688) (Publication)
Original is sent to the Department of Education
and a copy is sent to the office of the
County Superintendent of Schools.

As updated

Destroy

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DISPOSITION

0558-0000

Property Record (NJDE 130)
Contains: school name and number, monies paid,
site of construction, and type of construction.

7 yrs after
disposal of
building

Destroy

0559-0000

"Public Law 94-142" Budget Grant Book
This is a reference aid for the Competitive Grant
and Flow-Through Funds programs. It contains:
grant application samples, workpapers, budget
proposals, objectives, and other materials.

7 yrs after
update

Destroy

0560-0000

Purchase Order Listing (NJDE 120)

7 yrs

Destroy

0561-0000

Receipts-Posted

7 yrs

Destroy

0562-0000

Receivables (NJDE A-17R)
Contain: receipt, description, total, current
expense, capital outlay, and debt service.

7 yrs

Destroy

0563-0000

Receiving Reports - Students
Statistical data pertaining to students in
sending/receiving school districts.

7 yrs

Destroy

0564-0000

Reimbursement to State of New Jersey TPAF and
Social Security Federally Funded Program
(D030110689) (D030110686) (06C028) (D03001185)
(Copy)
Title also given as: Reimbursement of TPAF &
Social Security - Federally Funded Contractual
Salaries to the State of New Jersey. Original
is sent to the Department of Education and a
copy is sent to the office of the County
Superintendent of Schools.

3 yrs

Destroy

0565-0000

Rental Agreements
Includes correspondence and leases.

7 yrs after
expiration
of lease

Destroy

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0566-0000

Report of School Budget and District Taxes (A-4f)
Title also given as: Report of School Budget
and District Taxes: Report of School Budget
and District Taxes for the School Year ____ (A4-f)
(03C004). Copies are sent to the office of
the County Superintendent of Schools, County
Taxation Board and Municipal Tax Assessor.

7 yrs

Destroy

0567-0000

Request for Additional Funding Under the Provisions
of Chapters 192/193 (D030140691) (D030140688)
(Copy)
Original is sent to the Department of Education
and a copy is sent to the office of the County
Superintendent of Schools.

1 yr

Destroy

0568-0000

Requisitions

7 yrs

Destroy

0569-0000

School District Budget Statement (D020120688) (Copy)
Original is sent to the Department of Education
and a copy is sent to the office of the County
Superintendent of Schools.

1 yr

Destroy

0570-0000

School District Program Oriented Budget Statement
(D020140688) (Copy)
Original is sent to the Department of Education
and a copy is sent to the office of the County
Superintendent of Schools.

1 yr

Destroy

0571-0000

School Register Summary (D020090688) (06C037)
(D02000985) (Copy)
Title also given as: School Register; New Jersey
School Register. Original is sent to the
Department of Education and a copy is sent to
the office of the County Superintendent of
Schools.

1 yr

Destroy

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0572-0000	Secondary Education Payroll and Workpapers The schedule of professional and nonprofessional salaries and supporting workpapers.	7 yrs		Destroy
0573-0000	Social Security - Quarterly Reports	7 yrs		Destroy
0574-0000	State Bonding Procedures File contains the state's established procedures for bonding in reference to grant filing.	7 yrs after update		Destroy
0575-0000	State's Quarterly Report of Wages Paid	7 yrs		Destroy
0576-0000	Student Organization's Accounts Contain: cancelled checks, cash receipts, journals, ledgers, and vouchers.	7 yrs		Destroy
0577-0000	Telephone Bills	7 yrs		Destroy
0578-0000	Time Cards/Sheets	7 yrs		Destroy
0579-0000	Transmittal of Social Security Contributions (D030150689) Copy is sent to the Department of Education.	7 yrs		Destroy
0580-0000	Transmittals Used to transmit appropriated and non-revenue receipts.	3 yrs		Destroy
0581-0000	Travel File Contains: travel expense voucher (NJDE A-79), gasoline costs and trip requests.	7 yrs		Destroy
0582-0000	Trial Balances	3 yrs		Destroy

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0583-0000

Tuition for Receiving (NJDE 135-B)
Contains: account number, number of pupils, and
payment amounts.

7 yrs

Destroy

0584-0000

Tuition for Sending NJDE (135-A)
Contains: account number, number of pupils, and
bill received.

7 yrs

Destroy

0585-0000

Unemployment Claim
Form BC-10 verified against earnings to determine
compensation eligibility.

7 yrs

Destroy

0586-0000

Union Dues Printout
Printout lists the employees' names, social
security number, and amount paid towards union
dues.

7 yrs

Destroy

0587-0000

Utility Bills

7 yrs

Destroy

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DISPOSITION

Publications

0600-0000

Newsletters (Master)

Permanent

Permanent

0601-0000

Newspapers (Master)

Permanent

Permanent

0602-0000

News Releases (Master)

Permanent

Permanent

0603-0000

Publications (Master)

Permanent

Permanent

0604-0000

Student or Faculty Handbook (Master)

Permanent

Permanent

0605-0000

Yearbooks (Master)

Permanent

Permanent

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	<u>Student</u>			
0700-0000	Code of Conduct for Disciplinary Action The Code of Conduct report and its workpapers.	5 yrs after update		Destroy
0701-0000	Combined Certification (NJDE A-300) This form replaced the following forms: Age Certificate (A-50), School Record (A-56a), Promise of Employment (A-56b), Fitness of Minor- Physician's Certificate (A-56c), Vacation Employment Certificate (A-66a), Regular Employment Certificate (A-66b) and Age Certificate for Agriculture (A-66h).	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0702-0000	Confidential Disciplinary File Contains: names, suspension form, correspondence, dates, grade level, schools and cause for disciplinary action for students who have been suspended from school, or who have been subject to other disciplinary procedures.	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0703-0000	List of Disclosure and Transfer of Student Records Permission to release information about a student's records.	Permanent		Permanent
0704-0000	New Jersey Governor's School Program (Copy) File may contain but is not limited to the following: program application, program candidate program announcement letter and handbook, list, nomination letter, parent commitments and permissions, and supporting documentation.	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy

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0705-0000

New Jersey School of the Arts File (Copy)
File may contain but is not limited to the following: admission notification & letters, faculty and/a principal's letter of recommendation, student narrative evaluation, scholarship letter, program enrollment and financial aid application, program registration, and confirmation, tuition contract, program reference materials, and supporting documentation.

2 yrs after graduation or termination from school system or age 20, whichever is longer

Destroy

0706-0000

Parental Permission for a School Trip

3 yrs, unless incident report is filed; if incident report is filed, 2 yrs after graduation or termination from school system or age 20, whichever is longer

Destroy

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0707-0000

Parental Permission to Stay After School

3 yrs, unless
incident report
is filed; if
incident report
is filed, 2 yrs
after graduation
or termination
from school system
or age 20 whichever
is longer

Destroy

0708-0000

Progress Report File
Contains: report cards, progress or deficiency
reports.

1 yr after
information is
transferred to
Cumulative
Student Record

Destroy

0709-0000

Pupil File/Student Record - Cumulative
In accordance with N.J.A.C. 6:3-2.8e this
file contains the following:
attendance record, Health Appraisal Card,
Authorization of Release of Information,
date of birth, sex, classes attended,
grades, residency and citizenship status, grade
level completed, medical evaluation,
guardians' or parents' names, address and
telephone number, withdrawal report, high school
discharge cards. Also includes foreign exchange
student records.

Permanent

Permanent

0710-0000

School Bus Incident Report

3 yrs

Destroy

0711-0000

Student Name/Address Listing
Names and addresses of all students currently or
previously enrolled in the school system.

As updated

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULEAGENCY NUMBER
S341602SCHEDULE NUMBER
002PAGE NUMBER 43
40 OFRECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0712-0000

Student Time Card (G030090688)

6 yrs

Destroy

0713-0000

Student's Personal Progress Report (G030070688)

Permanent

Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

41 OF 43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

Student Health

0800-0000

Accident Reports (Student)
Contains: accident and incident reports,
claims, and related correspondence.

2 yrs after
graduation or
termination from
school system
or age 20,
whichever
is longer

Destroy

0801-0000

Administration of Medication Request
Permission to administer medication to a student
during school hours and on school trips.

2 yrs after
graduation or
termination from
school system
or age 20,
whichever is
longer

Destroy

0802-0000

Annual Immunization Status Report (Copy)
Original is sent to the New Jersey Department
of Health, and a copy is sent to the local health
department.

3 yrs

Destroy

0803-0000

Annual Report of Tuberculosis Testing in Schools
(Copy)
Original is sent to the New Jersey Department
of Health, and a copy is sent to the local health
department and the office of the County
Superintendent of Schools.

1 yr

Destroy

0804-0000

Annual Scoliosis Screening Report (Copy)
Original is sent to New Jersey
Department of Health, and a copy is sent to the
local health department.

3 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

42 OF 43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0805-0000

Application for Special Transportation -
Temporary Medical Emergency
Permission to transport student in the event of a
medical emergency.

2 yrs after
graduation or
termination from
school system
or age 20,
whichever is
longer

Destroy

0806-0000

Emergency Information Card - Student
Contains: parents' names, address, places of
employment, and telephone numbers for emergency
notification.

As updated

Destroy

0807-0000

Health History and Appraisal Card (NJDE A-45C)
* Title also given as: Medical Inspection Reports
and Notices, and Medical Inspection Record
Card.

2 yrs after
graduation or
termination from
school system or
age 20, whichever
is longer

Destroy

0808-000

Immunizations File
Contains: annual report, immunization exemptions,
routine or follow-up immunizations, Immunizations
Administration Record, Immunizations
Contraindication Notice, Immunization Deficiency
Notice, and Immunizations Waived/Religious
Exemption.

2 yrs after
graduation or
termination from
school system or
age 20, whichever
is longer

Destroy

0809-0000

Minor Illness, Injury Notification
Notification to parents of their child's minor
illness or injury.

2 yrs after
graduation or
termination from
school system
or age 20,
whichever is
longer

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

S341602

SCHEDULE NUMBER

002

PAGE NUMBER

43 OF 43

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0810-0000

School Health Services Daily Log
Nurse's daily account of health related activities.

3 yrs after
final entry

Destroy

0811-0000

Scoliosis Screening Report (05B005) (Copy)
Original is sent to the New Jersey Department of Health and a copy is sent to the local health department.

2 yrs after
graduation or
termination from
school system
or age 20,
whichever is
longer

Destroy

0812-0000

Significant Tuberculosis Reactions Report (Copy)
Original is sent to the New Jersey Department of Health and a copy is sent to the local health department or TB control agency.

3 yrs

Destroy

0813-0000

Student Program Adjustment Schedule
Modification of a student's academic program due to illness or injury.

2 yrs after
graduation or
termination from
school system
or age 20,
whichever is
longer

Destroy